

**JABATAN BENDAHARI/BURSAR‘S DEPARTMENT**

**PEMBAYARAN ZAKAT/PCB MELALUI POTONGAN GAJI/ *PAYMENT OF ZAKAT/MTD THROUGH SALARY DEDUCTION***

UNIT GAJI, CUTI BELAJAR & TICKETING/ *PAYROLL, STUDY LEAVE & TICKETING UNIT*

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UPSI/BEN/PEMB2/B-04 PINDAAN 01

**A. MAKLUMAT PEMOHON */ APPLICANT INFORMATION***

Nama/ *Name* :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. Staf /*Staff No*. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. Kad Pengenalan/ *Identification Card No*. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTj/*Department :* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. Tel. (Pej.) /*Tel. No. (Office)* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. Tel. (H/P)/ *Tel. No (Mobile)* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. KEBENARAN POTONGAN GAJI */ PERMISSION OF SALARY DEDUCTIONS***

Saya membenarkan gaji bulanan saya dipotong bagi maksud ansuran bayaran \*ZAKAT/PCB mulai bulan \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tahun \_\_\_\_\_\_\_ seperti maklumat berikut:

*I authorised my monthly salary to be deducted for the purpose of \*ZAKAT/MTD installments starting month \_\_\_\_\_\_\_\_\_\_\_\_\_\_ year \_\_\_\_\_\_\_\_\_\_ such as the following information:*

**MAKLUMAT POTONGAN BULANAN/ *MONTHLY DEDUCTIONS INFORMATION***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KATEGORI /*CATEGORY*** | | **AMAUN BAYARAN ZAKAT DAN PCB/ *ZAKAT AND MTD’S PAYMENT AMOUNT*** | | | | | |
| 1. **PCB** ditukar sepenuhnya kepada **ZAKAT / *MTD*** *fully converted to* ***ZAKAT*** |  | Sila tandakan √ dalam kotak di sebelah jika ingin memilih kategori ini. Amaun potongan zakat akan ditentukan oleh Jabatan Bendahari berdasarkan Jadual PCB, LHDN.  *Please tick √ in the box provided if you want to select this category. The amount of zakat deduction will be determined by the Bursar's Department based on the MTD table, IRBM.* | | | | | |
| **KATEGORI / *CATEGORY*** | | **POTONGAN BARU / *NEW DEDUCTION*** | | | **POTONGAN TAMBAHAN / *ADDITIONAL DEDUCTION*** | | |
| **ZAKAT** | **PCB / *MTD*** | **JUMLAH */ TOTAL*** | **ZAKAT** | **PCB / *MTD*** | **JUMLAH / *TOTAL*** |
| **2. ZAKAT dan PCB */ ZAKAT and MTD*** | |  |  |  |  |  |  |
| **3. ZAKAT sahaja / *ZAKAT only*** | |  |  |  |  |  |  |
| **4. PCB sahaja / *MTD only*** | |  |  |  |  |  |  |

**C. NIAT MEMBAYAR ZAKAT** (berniatlah semasa mengisi borang ini) */* ***INTENTION (NIAT) TO PAY ZAKAT*** *(recite your niat when completing this form)*

Inilah wang sebanyak RM\_\_\_\_\_\_\_\_\_\_\_ (setahun) sebagai menunaikan zakat (\*Pendapatan/Emas/Simpanan/Perniagaan/ Saham/KWSP) yang wajib atas saya dibayar secara ansuran bagi tahun berakhir \_\_\_\_\_\_\_\_\_\_\_ kerana Allah Ta’ala.

*Here is the amount of money RM\_\_\_\_\_\_\_\_\_\_\_ (per year) as a fulfillment of zakat (\*Income/Gold/Savings/Business/ Shares/EPF) which is obligatory upon me paid in installments for the year ended \_\_\_\_\_\_\_\_\_\_\_ because of Allah the Almighty.*

Tandatangan / *Signature* :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tarikh / *Date* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. PANDUAN & CONTOH / *GUIDELINE & EXAMPLE***

|  |  |  |  |
| --- | --- | --- | --- |
| **KATEGORI/*CATEGORY*** | **PCB/*MTD*** | **ZAKAT** | **JUMLAH POTONGAN/**  ***TOTAL OF DEDUCTIONS*** |
| **1. PCB** ditukar sepenuhnya kepada **ZAKAT / *MTD*** *fully converted to* ***ZAKAT*** | PCB dikenakan RM500 / *Existing MTD = RM500* | Bayaran PCB sebanyak RM500 akan ditukar sepenuhnya kepada Zakat / *MTD payment of RM500 will be fully converted into Zakat* | Zakat = RM500, PCB/*MTD* = RM0 |
| **2. a) Zakat < PCB / *Zakat < MTD***  **b) Zakat > PCB / *Zakat > MTD***  **c) Zakat = PCB / *Zakat = MTD*** | PCB dikenakan RM500 / *Existing MTD = RM500*  PCB dikenakan RM500 / *Existing MTD = RM500*  PCB dikenakan RM500 / *Existing MTD = RM500* | Zakat dikehendaki RM200 / *RM200 pay to Zakat*  Zakat dikehendaki RM400 / *RM400 pay to Zakat*  Zakat dikehendaki RM250 / *RM250 pay to Zakat* | Zakat = RM200, PCB/*MTD* = RM300  Zakat = RM400, PCB/ *MTD* = RM100  Zakat = RM250, PCB/ *MTD* = RM250 |
| **3. Zakat sahaja / *Zakat only*** | Tiada kaitan antara zakat dan PCB / *No relation between Zakat and MTD* | Zakat dikehendaki RM300 / *RM300 is payable for Zakat* | Zakat = RM300 |
| **4. PCB sahaja / *MTD only*** | PCB sedia ada = RM500 ingin dinaikkan kepada RM700 / *Existing MTD = RM500 Applicant want to increase to RM700.00* | Tiada kaitan antara zakat dan PCB / *No relation between Zakat and MTD* | PCB/ *MTD* = RM700 |
| Jumlah keseluruhan PCB bagi kategori ini tidak boleh kurang daripada jumlah yang ditetapkan dalam Jadual PCB, LHDN. */ The total amount of MTD for this category cannot be less than the prescribed amount in the MTD table, IRBM.* | | |

***Nota:***  *(\*) potong mana yang tidak berkenaan. /* ***Note:***  *(\*) Delete whichever is not applicable*